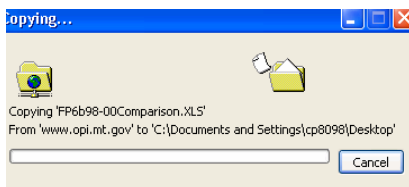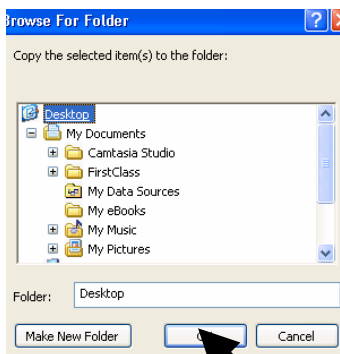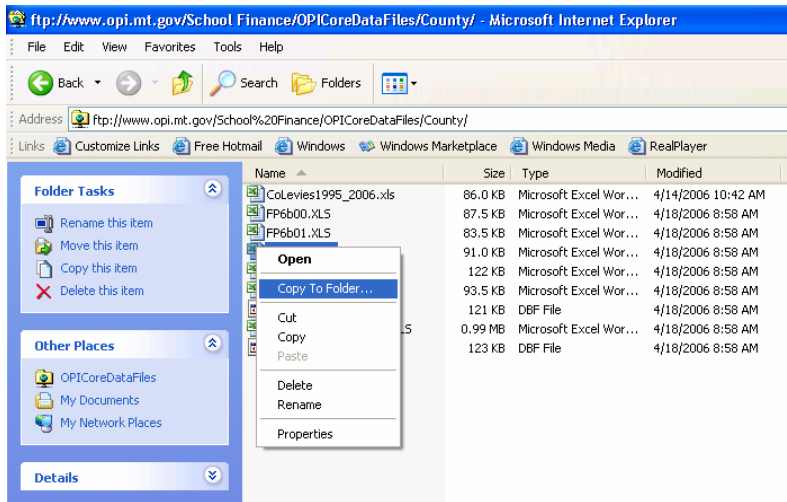Please be certain to <u>save</u> rather than <u>open</u> the file.

<u>To save a file</u>

Single right click the file

 Choose Copy to folder

The document will save to your computer.